

ARCS PROCEDURE: Author: S. Smith	UPDATING & DISTRIBUTING FINAL OPS/TWP/TMT TELECONFERENCE AGENDA	PRO(TWPPO)-047.000 January 11, 2000 Page 1 of 2
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Updating & Distributing Final OPS/TWP/TMT Teleconference Agenda

I. Purpose:

This document describes the steps to update and distribute the final OPS/TWP/TMT Teleconference agenda.

II. Cautions and Hazards:

None.

III. Requirements:

Needs to be distributed by Friday afternoon.

IV. Procedure:

A. Steps:

1. Retrieve any requested agenda additions/changes via email (OPS from Larry or Clif, TWP/TMT from Fairley or Bill)
2. Retrieve latest agenda Teleconference minutes and agenda folder in the TWPPO Admin folder on the TWP server
3. Update the date on the header to reflect the date of the next teleconference meeting
4. Update the date on the footer to reflect the date of when the next teleconference will be held
5. Incorporate additions/changes to agenda
6. Save file (save as the date of the meeting, do not save over past agenda) and close
7. Copy Agenda
8. Paste into an email to twp-opsagenda@lanl.gov
9. Revise text if needed
10. Type the subject in the subject line of the email message
 - OPS & TWP Teleconference Agenda and teleconference date
11. Send agenda

V. References:

ARCS PROCEDURE:	UPDATING & DISTRIBUTING FINAL OPS/TWP/TMT TELECONFERENCE AGENDA	PRO(TWPPO)-047.000
Author: S. Smith		January 11, 2000 Page 2 of 2

None.

VI. Attachments:

None.